

The HUB Rental Request Form

200 S Center St. | Downtown Goldsboro
 For Inquiries, call the Downtown Goldsboro office at 919.735.4959

I. VENUE INFORMATION

1. The HUB Rental: Located at 200 S Center Street in Downtown Goldsboro, the HUB is a 28,000 sq. ft. public space, complete with a permanent stage, restroom facilities, seating areas, lighted power pedestals for vendors, a fireplace and more. The 30' x 20' stage, which includes a ramp for accessibility and ample power supply, and a large grassy area make this space suitable for a variety of events. Operating hours are 8am - 10pm. The HUB is open to the public. For private events, the space must be reserved in advance and all rental guidelines followed. **To reserve The HUB, please complete the reservation request below. A separate "City of Goldsboro Special Event Application" must be completed and The HUB should be listed as your location for the venue.** The Rental Fees for The HUB are listed below.

This attachment should be returned to Downtown Goldsboro and the Special Event Application should be returned to the City of Goldsboro Police Department at least 30 days prior to event. The rental of The HUB requires a \$100 refundable damage deposit due at the time of submitting your application. Full rental fee is due at least 21 days prior to the event. (A separate fee is required for the Special Event Application, and is due at the submission of the Special Event Application.)

2. Freedom Field (Add-on to HUB Rental only - \$100 + HUB Rental Fee) - Located at 207 S. Center Street directly across from the HUB.

II. Rental Fees

Rental fees are based on the user classification of the event, which are described below. Any user group or individual found to be intentionally misclassifying their event could be subject to financial penalty or restricted from future rentals. *No fee will apply for use by City of Goldsboro Departments, though a reservation is required.*

User Classifications:

TIER I

Any event for which admission is charged or any other type of compensation is realized, including donations. This does not include non-profit organizations.

TIER II

Any event where no admission is charged nor any other type of compensation is realized. This would include a private event where alcohol is served but not sold.

TIER III

Any event hosted by an organization which can provide proof of non-profit and federal tax exempt status. Letter of proof of non-profit status required.

	HUB RENTAL FEE STRUCTURE							
PLEASE CHOOSE YOUR TIER & CHECK ALL <u>BOXES</u> THAT APPLY. If additional power receptacles are <u>needed</u> please check in the box			POWER 1	P2/\$25	P3/\$25	P4/\$25	P5/\$25	P6/\$25
	TIER I	\$500+	Included					
	TIER II	\$400+	Included					
	TIER III	\$300+	Included					
	FREEDOM FIELD ADD-ON	\$100						

II. FEES CONTINUED

- Event fees are per day, per event.
- Fee includes stage w/electrical, restrooms (public will still have access to restrooms) and access to one power pedestal hook up. Extra power needs will be charged an additional fee of \$25 per pedestal per day.
- One day includes use of property for set up, event and clean up.
- Any event that requires set up prior to the event day or clean up after event day, will be given consideration for no charge if property is available.
- Additional cleaning fee of \$15/hour for restroom facility maintenance may apply to events of large crowds and/or extended hours. This need will be determined by the City of Goldsboro and discussed with renter prior to event reservation and payment.
- Additional trash receptacles must be requested from the the City of Goldsboro Public Works Department no less than 30 days prior to event. Contact them at 919-750-7450.

III. ADDITIONAL GUIDELINES

In addition to rental guidelines disclosed in the City of Goldsboro Special Events Application, renters must abide by the following:

- **Restroom Facilities**
There are limited public restrooms located at The HUB. If needed, additional portable toilets must be provided by the Renter. Placement of toilets must be approved by the City of Goldsboro.
- **Food Trucks/Vendors**
Preferred placement of food trucks/vendors is in front of the 6 power pedestals. If food is sold or distributed, special permits are required from the Wayne County Health Department.
<https://www.waynegov.com/DocumentCenter/View/130/Temporary-Food-Establishment-Vendor-Application-PDF> A copy of this application will be forwarded to Wayne County Environmental Health Department by GPD.
- **Rental Agreement and Permits** - Keep a copy of your Rental Agreement and all permits. Have them available onsite upon request.
- **Parking** - No vehicles are allowed in The HUB at any time. Street parking is available around the venue and throughout downtown. Limited spaces are available behind the stage for loading/unloading. If needed, please notify GPD, so the spaces can be coned off on the day of your event.
- **Miscellaneous safety** - No glass containers, weapons, or illegal drugs allowed. Pet owners are responsible for cleaning up after their pets.
- **Responsible party** - The renter is in charge of using the facility and is responsible for the conduct of individuals in the group and will also be held responsible for any damage to the City of Goldsboro property. Groups or individuals failing to comply with the rules and regulations of the the City of Goldsboro may lose the privilege to rent in the future.
- **Cancellation/Inclement Weather** - If inclement weather prevents your use of the facility, you may reschedule your reservation or receive a credit. You must make a written request within 2 days of the reservation. Additionally, a credit will be given if you reschedule your reservation for any reason in writing at least 14 days prior to the reservation date. To cancel and receive a refund of your HUB rental fee, you must notify GPD in writing at least 14 days prior to reservation date. Application fee in non-refundable.
- **Clean Up** - Trash must be placed in litter receptacles or rented dumpster when event is complete. Clean up must be complete before leaving the premises.
- **Alcohol** - Completion of ABC Special One-Time Permit is required. <https://abc.nc.gov/Permit>
- **Policy for Special Events** - Renters must adhere to all City of Goldsboro policies for special events.
<https://www.goldsboronc.gov/wp-content/uploads/Policy-for-Special-Events-Revised-December-1-2017.pdf>

IV. SIGNATURE

I, _____ have read and understand fully the policies and regulations of this reservation request.

City of Goldsboro Staff:

Date Received:

Additional Fees:

Total Event Fee:

DDD Initials: _____

P&R Initials: _____